



January 8, 2014



In This Issue:

HRO Meeting

This month's HRO meeting is scheduled for 10:00 a.m. on Thursday, January 23, 2014, at the DOHR office – James K. Polk Bldg., 1st Floor in Training Room 3.

Reduction in Force

Effective January 1, 2014, a preferred service employee must receive a minimum of thirty (30) days written notice prior to layoff. Below is the link to revised Policy 12-061, Reduction in Force Procedures. In addition, this revised policy clarifies requirements when considering annual performance reviews in determining a layoff. For questions, please contact Patsy McGee at Patsy.McGee@tn.gov. The link to the policy is <http://www.tn.gov/dohr/ogc-er/policies/pdf/12-061%20Reduction%20in%20Force%20Procedures.pdf>.

Learning in the New Year

The New Year ushers in a renewed opportunity for growth and to accomplish our goals. As you make commitments to yourself, family and career it is important to include professional development. Learning and development is a great way to jump start the new year. Strategic Learning Solutions is offering several learning and development opportunities in the month of January. To register for Customer Service T4T, Competency and Behavioral Based Interviewing T4T or Performance Coaching class, please go to:

<http://www.tn.gov/dohr/learning/resources/registration-and-resources.shtml>.

Political Activity by State Employees

In light of recent updates to the federal Hatch Act, Policy 12-012, Political Activity by State Employees has been revised. Under the new provisions, the federal Hatch Act no longer prohibits state employees from running for partisan office unless the employee's salary is paid for completely by federal loans or grants. The link to the revised policy is:

<http://www.tn.gov/dohr/ogc-er/policies/pdf/12-012%20Political%20Activity%20by%20State%20Employees.pdf>.

For questions, please contact Lesley Farmer at Lesley.T.Farmer@tn.gov.

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Time to Update Beneficiaries

Designating beneficiaries is typically something we do once and then forget; however, updating beneficiaries is important because it ensures that an employee's wishes are followed. It is common to have employees pass away with no beneficiary listed or out-of-date beneficiaries, including ex-spouses, former friends or deceased family members. If no beneficiary is listed, the last wages will follow a set order according to state law. For leave balances, benefits are paid to the most recent beneficiary designated on your retirement (TCRS) form. While this usually works out, it could place an unnecessary burden and delay on the ability of an employee's family to receive benefits.

You will find a new form on our website under Technical Services > Technical Services Forms > Beneficiary and Designation for Leave Balances and Last Wages. Employees that need to update their beneficiaries should complete the form, have it notarized, and submit to their HR Office to be placed in their official personnel file. The most recently signed and dated form in the file is the one used to determine the beneficiaries.

Please encourage employees in your agency to review and update their beneficiaries. Should you have any questions, please contact Tammy R. Wright, Deceased Benefits Specialist at (615) 741-5592 or Tammy.R.Wright@tn.gov.

Job Analysis Training

Due to popular request, DOHR's Organizational Performance Division is now offering quarterly Job Analysis Training courses. All courses will be held in Training Room 3 on the 1st Floor of the James K. Polk Building in downtown Nashville, TN. Each course is an all-day event, beginning at 8:30am and ending at 4:30pm. The dates for 2014 are as follows:

- Monday, February 18, 2014
- Monday, April 21, 2014
- Monday, July 21, 2014
- Monday, October 27, 2014

If you are interested in attending any of these dates, or sending staff to attend, please email Eric Carroll at eric.carroll@tn.gov with your name (or the names of the attendees you will be sending), the name of your agency, and the date(s) you wish to attend at least one week in advance of the date of the course. (*We need to receive your request to attend early enough to determine whether there is enough interest to hold the training. We need at least 10 attendees to hold the training.*) You will then be sent a calendar invite for the course.

We appreciate your interest, and look forward to seeing you in class!

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